



DHR SCOOP

Issue 2

!!!Serving Our Community!!!

1 April 2007

Director's Corner

Welcome to the second edition of the DHR Scoop! If you did not see the first edition, you can view it on our website: http://www.heidelberg.army.mil/sites/services/DHR_home.asp The Directorate of Human Resources has been deeply engaged in NSPS and PSDR since the last edition. There are many human resource issues facing Soldiers and the civilian workforce and it is important that you stay abreast of the latest changes and spread the information gained in this newsletter to your co-workers and Soldiers as appropriate. We, like many other directorates face many resource restrictions. But even though resources are tight, we are committed to providing the best possible service to our customers. Enjoy!

National Security Personnel System (NSPS)

This is the chance for civilian managers and supervisors in Heidelberg to get all their questions answered and set themselves up for success with the implementation of NSPS within their organization. A four (4) hour training session will be conducted on the following topics:

- My Biz / My Workplace
- Performance Appraisal Tools
- Entering Employee Objectives
- Entering and tracking suspense tickets for Self Service Hierarchy
- Managing Suspense tickets

Priority will be given to employees of organizations who have transitioned into NSPS or will transition in March / April timeframe.

Dates of training:

11 Apr - 0800-1200 - Heidelberg
12 Apr - 0800-1200 - Heidelberg
29 May - 0800-1200 - Heidelberg

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30 May - 0800-1200 - Heidelberg

Location:

Will be notified when accepted into class

Course Registration:

- * Individuals are required to sign up for the class using CHRTAS

<<https://www.atrrs.army.mil/channels/chrtas/main.asp>>
- * Once the webpage is open, select Course Search (Left side, third down)
- * Process through the login section
- * A page that states CHRTAS Application System should be open on the screen
- * It should automatically have 2007 in the fiscal year box
- * Perform a search using "My Biz" in the "Keyword Search Box"
- * Select the class number that corresponds with the date you wish to attend
- * No one will be allowed to attend training without a valid registration and/or supervisor approval

POC: Mr. Joseph, 373-6058, Ronald.joseph@us.army.mil

Civilian Education System

The Civilian Education System Foundation Course began enrollments on 15 March 2007. This course is exclusively distributed learning and can be completed on duty time. The current phase is a pilot course offered to a limited number of students and will test the capacity of the system and garner feedback on both content and delivery. Students will receive credit for completion of the course. The estimated completion time for the content is 57 hours. Students enrolled in this pilot course must program adequate time to complete the course by 15 June 2007. This course is available to all members of the Army Civilian Corps, but required for all interns, team leaders, supervisors, and managers hired after 30 September 2006. See the message for enrollment procedures.
<https://forums.bcks.army.mil/secure/CommunityBrowser.aspx?id=353605>

POC: Mr. Joseph, 373-6058, Ronald.joseph@us.army.mil

Officer Candidate School Board

The USAG Heidelberg will conduct an Officer Candidate School Board in the Conference Room, Bldg 101, Patton Barracks on 10 July 2007. Depending on the number of candidates, the board will continue on 11 July 2007. Interested Soldiers must submit their packets to arrive NLT Fri 29 June 2007.

POC: Mr. Lloyd Hinkson DSN: 373-5093; lloyd.hinkson@eur.army.mil.

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Officer Evaluation Reports

The OER "SEND TO HQDA" OPTION ACTIVATED IN AKO "MY FORMS"

Phase 1 implementation for electronic submissions of evaluations using My Forms on AKO. HRC has activated the "send to HQDA" feature of My Forms on AKO for Regular Army OERs that meet both of the following criteria:

- a. No enclosures;
- b. Block IId is NOT marked YES (in other words, the OER is not referred)

The DHR will conduct training for Officer and Noncommissioned Officer Evaluation Reports. The main points of emphasis will be how to access forms, digital signing, upload of forms, routing and sending to HQDA. As this new era is upon us, it is imperative that we learn and utilized this new system. Training is open to all Officers, NCOs, Supervisors as well as those that just want to know how to use the digital signing and routing capability. Please bring you CAC card to the training. Training will be conducted at the Patton Barracks Education Center, Bldg 106, 1st Floor from 1330 – 1600 on the following dates:

Fri 13 April 2007

Mon 16 April 2007

Fri 20 April 2007

Mon 23 April 2007

The classes may not last until 1600 but we allocated the time for questions and practice.

POC: Mr. Lloyd Hinkson DSN: 373-5093; Civilian: 06221-17-5093; e-mail: lloyd.hinkson@eur.army.mil.

Soldier Readiness Program (SRP)

The upcoming SRP dates are as follows:

3 April 07 1PC, USAREUR Band, 266th FINCOM-- Tompkins Barracks
0730 – 1500

18 April 07 30th Med, HDENTAC – Casablanca Room 0730 – 1500

1 May 07 202D MP GP, 302D MI, 93D Med, 18th Eng - Casablanca Room
0730 – 1500

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5 Jun 07 HMEDDAC/ERMC, 100TH Med Det, 30th Med Bde. – Wilson Theater
0730 – 1500

10 Jul 07 NATO, 529th MP Company, USAREUR/7th Army - Casablanca Room
0730 – 1500

POC: SPC Hernandez, 373-6674, Pedro.Hernandez@26asg.heidelberg.army.mil

Heidelberg Retirement Ceremonies

The USAG Heidelberg hosts a quarterly community retirement ceremony. Every active duty member, U.S. and host nation government employee are encouraged to participate in this ceremony so we can properly honor you for your years of service to the U.S. Government. The next retirement ceremony is 22 Jun 07 on Campbell Barracks.

Military Personnel Division

We assumed full control of Personnel Service Support (PSS) functions previously performed by the 90th Personnel Services Battalion. We perform In-processing, Reassignments, Passports, and Family Travel for every unit in Heidelberg. We provide ID Card, Evaluations, Promotions, Records Maintenance support to only the units listed below:

HMEDDAC	1 st PERSCOM	DENTAC	266 th FINCOM
USAREUR Band	USAG HD	249 th Eng	Def Depot
USA Med Research	ERMC	OFC Extended AD	UDA Cont Cmd
Aeronautical Svcs	IMCOM Europe	AMC Fwd Eur	
AFN Heidelberg	202d MP Group	V Corps Artillery	

We provide ID Card services to all family members and to only Soldiers assigned to the units above.

POC: Mr. Buther, 370-3347, dom.buther@eur.army.mil

Heidelberg Casualty Management

There is no official system to maintain next of kin information for civilian employees other than the supervisor. There is however a database linked to the Defense Civilian Personnel Data System (DCPDS) operated by the Office of the Assistant Secretary of the Army that is available to capture next of kin information. This is not a mandatory requirement but imagine if you and your entire family were involved in a fatal accident. How will the Casualty Notification Officer (CNO) notify your next of secondary next of kin? Think of the many scenarios that could cause your family grief in the event the Casualty Notification Officer is unable to notify your next of kin a timely manner. We strongly encourage every GS and NAF civilian to enter their next of kin information into

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the Emergency Contacts Database, <http://www.per.hqusareur.army.mil/CPD/emergency/default.aspx>. Once entered, any supervisor or HR officer with DCPDS access rights for that respective Unit Identification Code or Organization Component code can access the information at <https://cpsapp2.belvoir.army.mil/emercontact-rpt/default.asp>. In the future, a new link called "Emergency Contact Database Report" will be added to the Manager tab within the Automation Tools Portal. For the Manager, this link will appear alphabetically after the link for Dept of Labor, Workers Comp Claim Form.

CAO/CNO Training

Prior to assuming Casualty Assistance/Notification Officer duty, each CAO/CNO must complete the "NEW Casualty Notification Officer (CNO) and Casualty Assistance Officer (CAO) Multimedia Training on the following website: <https://www.hrc.army.mil/site/active/tagd/cmaoc/cmaoc.htm>. Once complete, the designated CAO/CNO must produce a copy of the completion certificate to the USAG Heidelberg Casualty Coordinator. This training is in addition to the training given upon activation as a CAO/CNO. Units can save time up time by having all eligible CAO/CNOs (SFC and above with 1 year of their DEROS) complete the training now. Units are strongly encouraged to maintain a healthy pool of trained CAO/CNOs. We are also open to providing CAO/CNO training at the unit if coordinated.

POC: Ruben Soto, 373-6552, ruben.soto2@us.army.mil

Levy Briefing

In order to complete your orders, you are required to attend a Levy Briefing which is conducted at the Community Welcome Center in Bldg 3850 Room 141, Central In-Processing Facility. Your S1 will be notified of your Levy Briefing date. Failure to attend a Levy Briefing will delay issuing PCS orders and your ability to clear all required out processing workstations in the Heidelberg community. Levy briefings are normally held at 1230 on the 1st and 3rd Tuesday of each month in Bldg 3850, Shopping Center.

How long after my Levy Briefing will I get my orders?

You will usually get your orders 60 days prior to your DEROS. With that being said there may be instances in which we will not be able to meet that goal. We will work with your S-1 in order to expedite the process and get your orders to you as soon as possible.

CBA or IBA: That is the Question

We are about to enter the PCS season and in doing so we think it's important to provide some information on choosing the right travel plans for your PCS trip back to CONUS or any other destination that requires travel codes. You must decide your route of travel to the States before attending the Levy Briefing so you can provide that information during the briefing. Effective July 1, 2004, the Joint Federal Travel Regulation (U2015) and the Joint Travel Regulation (C3101-A) require travel orders to have a statement on whether transportation tickets are purchased using a Centrally Billed Account (CBA) or an

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Individually Billed Account (IBA). These codes will determine what your travel reimbursement.

CBA: This when the government purchases your air travel with no stops along way from Germany to New Destination for you and your family.

IBA: This when you as the traveler, select the air fare for you and your family from Germany to your Destination. This code is used when service members are taking leave along the way en route to the new duty station. Government reimbursement will be set at government air travel rate. For example, if you paid \$500.00 for tickets and the government rate is \$300.00, you will only be reimbursed at the government rate and not what you paid for the ticket. Also keep in mind that if you elect the “IBA Authorized” option, your Government Travel Card cannot be used to purchase these tickets or any other travel tickets needed to get to your new destination. Government Travel Cards can not be used for PCS moves.

POC: Mr. Buther, 370-3347, dom.buther@eur.army.mil

Family Travel

Soldiers ordered to a restricted tour (All Others) or a dependent restricted tour are authorized to relocate their family members to a designated location within CONUS to include Virgin Islands, Puerto Rico, etc. Soldiers who relocated family members after their arrival in country are only authorized reimbursement for family travel from their last duty station to the new assignment location. Family members brought into country at soldier's expense and/or those acquired in country are not authorized reimbursement for dependent travel to the next duty station. However, they are authorized to use “Space A” travel, if so desired. Family member's information must be cited on the PCS orders for appropriate authorization.

Overseas Family Travel

Soldiers being reassigned to an overseas location must elect to travel with their families (Concurrent Travel) or travel by themselves (Deferred Travel) upon their relocation. Concurrent travel must be approved by gaining command before soldier departs from the community. It is the soldier's responsibility to make necessary coordination with the assistance of the servicing Military Personnel Division. The following forms must be submitted to the Reassignment Section prior to the soldier departing to the gaining command: DA Form 4787, DA Form 5888-8, and DA Form 4036R. If the soldier has dependants enrolled in EFMP, additional forms will be necessary.

Exceptional Family Member Program (EFMP)

If you have an Exceptional Family Member or your family member is enrolled in the program, the DA Form 5888-R (Exceptional Family Member Screening Sheet) must be validated by the appropriate medical personnel prior to publishing your PCS orders.

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PCS Leave

A total of 30 days is automatically allowed when publishing PCS orders. Soldiers who desire more than 30 days leave upon PCS are required to have their DA Form 31 signed by the first O-5 or higher in their chain of command. IAW AR 600-8-10, unit commanders are the approving authority for PCS leave. A total of 10 days Permissive Temporary Duty (PTDY) and 3 days proceed time (non-chargeable leave) is also allowed upon approval from the first O-5 or above for soldiers with family members. The remarks section of DA Form 31 must specify the dates of each type of authorized absences.

TDY Enroute

DD Form 1610 for TDY Enroute will be completed by MPSC, Reassignments Section. The Handout for Personnel Assigned DA Directed Schooling in Conjunction with PCS (see FORMS section) must be completed and submitted to MPSC, Reassignments Section before DD Form 1610 can be completed. Please note that TDY Enroute only covers Per Diem (food/lodging). Also, some schools do not require the full Per Diem rate since food and/or lodging are provided. If you are going to school, TDY and Return, your 1610 will be completed by the OAA Budget Office.

Deletion or Deferment

A soldier requesting deletion or deferment must do so within 30 calendar days of assignment notification. All requests must be routed through your S1 and the servicing MPD, and PERSCOM to HRC.

POC: Mr. Buther, 370-3347, dom.buther@eur.army.mil

Retirement Services

The Army has created a new pin to emphasize the continuing bond between the Army and its almost 800,000 retired Soldiers. The pin is the Army logo, headed by the word "Retired". The new pin is larger than its predecessor and clearly identifies the wearer as part of the Army.



Mailing of the pin with a letter from the Army Chief of Staff and Sergeant Major of the Army began March 26th and will continue for about four months. The packet also includes information on the Army Strong campaign and the \$2,000 recruiting referral bonus for retired Soldiers, plus an Army retired window sticker.

"We're asking retired Soldiers to wear their retired pins proudly. We want them to wear their new pin to show pride in their past service, and as a 'call to service' for others in the community," John Radke, Chief of Army Retirement Services, said. "We know that most communities are far from an Army post. Many young people have no living relatives who served in the military. The retired Soldiers in their town could be their first personal contact with the Army. The new pins will make our retired Soldiers easy to find." The Army Chief of Staff's Retiree Council proposed the pin's creation at their annual meeting last April.

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CAC-PKI-RESET SITES

Below is the listing of sites in Heidelberg where you can get your CAC reset:

USAG HD Rupp, Randal 49-6221-57-7916, 314-370-7916 Randy.Rupp@us.army.mil

ITSA HQUSAREUR, Garner, Jacki, 49-6221-57-7796
314-370-7796 jacki.garner@us.army.mil

ERMC, Benedict, Vincent, 49-6221-17-3189 314-371-3189
vince@benedict1@us.army.mil

ERMC, DuVall, Rick, 49-6221-17-2045, 314-371-2045 rick.duvall@us.army.mil

HQ V Corps G6 Gatewood, Brent 49-6221-57-5621, 314-370-5621
brent.gatewood@us.army.mil

HQ V Corps G6 HELP DESK, 49-6221-57-5621, 314-370-5621
c5postmaster@eur.army.mil

7th ARCOM, Tevebaugh, Kevin 49-6202-80-6599, 314-379-6599
tevebaughkw@hq.7arcom.army.mil

POC: Mr. Buther, 370-3347, dom.buther@eur.army.mil

Army Continuing Education System (ACES)

A partnership sealed between two top educational providers for military service members worldwide will make it easier for Central Texas College students to transfer credits toward attaining a bachelor's degree. The agreement, reached between CTC and the University of Maryland-University College, ensures military personnel stationed around the world can transfer credits between the two universities.

CTC's Chancellor Dr. James R. Anderson and UMUC President Dr. Susan C. Aldridge signed the agreement at the Mayborn Planetarium, where many local community leaders witnessed the event.

"Students have the opportunity to start with the CTC degree, wherever they are in the world, and seamlessly transition in the bachelor's degree with UMUC," Aldridge said.

CTC serves more than 70,000 students and has 110 teaching centers worldwide. UMUC, the largest distance-learning operation in the U.S., serves 90,000 students in 27 countries.

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Both are in the top 10 of the largest degree-granting online programs ranked by U.S. News & World Report.

"UMUC is the largest accredited state university in our country teaching to military students, and we're probably the largest community college teaching to military students," Anderson said, highlighting the significance of the agreement.

It's the first between the two campuses guaranteeing that credits earned may be transferred. Both universities educate active-duty service members and major corporations in traditional and distance-learning modes.

Anderson said the universities will begin with a few degree programs in business and criminal justice. They hope to add more programs, depending on student needs.

Aldridge said she hopes the agreement will alleviate some of the burden service members encounter when seeking degrees, especially when overseas.

"Students are very concerned today with stopping and starting a degree program and how much the degree program will cost them, so with this articulation agreement we can give them the assurance that they won't lose any credits," Aldridge said.

Killeen Mayor Timothy Hancock, Copperas Cove Mayor Roger O'Dwyer and Harker Heights Mayor Ed Mullen witnessed the signing.

"This agreement is so important because it will allow students to find out what they want to do at a cost they can afford," O'Dwyer said.

Hancock, who comes from a military background, agreed, and said that community residents and military personnel should seize every opportunity to continue their education.

Also present were U.S. Rep. John Carter; state Rep.-elect Jimmie Don Aycock; Chamber of Commerce presidents Marty Smith of Copperas Cove, John Crutchfield of Killen and Bill Kozlik of Harker Heights; CTC board of trustees members, Fort Hood National Bank President Terry Tuggle, and from Fort Hood, Educational Services Officer, Bill Kennison and Garrison Command Sergeant Major, Jeffrey Hof.

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GoArmyEd Exceptions to Policy.

As a follow up to the article in the DHR Newsletter 001, below are cases that cannot be sent to HQ ACES and must be rejected by the local Education Services Officer without forwarding to HQ ACES.

- Any request in which the Soldier has not provided a statement in the Soldier's own words explaining why procedures were not followed.
- Any request in which the Soldier has not provided all the required information.
- Any case where the Education Services Officer knows that the Soldier has been properly counseled on GoArmyEd procedures.
- Requests for after-the-fact TA if any of the following apply:
 - There is no evidence that the Soldier made any attempt to inquire about TA procedures prior to starting the course.
 - The Soldier enrolled through the portal 24 Oct 06 or later, and is requesting that the costs be changed from Soldier self-pay to TA (the portal is now very clear when the Soldier agrees to pay out-of-pocket).
 - The class started 1 Nov 06 or later, the Soldier's case is based on the argument that s/he was confused about procedures but there is nothing indicating that the Soldier attempted to get assistance or that the Soldier was misguided.
 - The class started 1 Nov 06 or later and the Soldier completed the common application, and the Soldier's case rests solely on the argument that the Soldier thought the common application was sufficient to obtain TA.
- Requests for after-the-fact "military drops" /non-recoupment /re-credit of recouped dollars if any of the following apply:
 - Dates on the commander's memo do not match up with dates of the course.
 - Commander's memo does not clearly state that the reasons for withdrawal could not have been anticipated by the Soldier prior to the start of the course.
 - Soldier received a failing grade, had sufficient opportunity to withdraw, but did not withdraw through either the portal or the school.
 - Soldier's case is based on personal problems (e.g. car broke down) or unresolved issues between the Soldier and the school (e.g. Soldier didn't receive materials or was unable to access software provided by a non-eArmyU school).
 - Soldier's case is based on inability to withdraw through the portal, the course started 1 Nov or later, and the Commander's memo does not clearly show that withdrawal was not possible.

DoD Encourages Foreign Language Training

So, you want to learn a foreign language? Well, the Department of Defense would like to assist you in doing so. The Defense Language Transformation Roadmap, which was promulgated in January 2005, calls for increased opportunities for foreign language

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education by members of the U.S. military, as this ability is vital to our country's strategic interest and national security. World events during the past few years have seen our Soldiers, Sailors and Airmen called to service in all corners of the globe. Having service members who are able to communicate with people in their native language, not only improves the security of our forces, it also fosters increased understanding and better relations between the host nation, our country and our troops.

The Army, in support of the Transformation Roadmap, is now authorizing tuition assistance (TA) for approved foreign language college credit courses which are not part of a Soldier's degree plan, but which are considered "a strategic stronghold or immediate investment language". The Under Secretary of Defense (Plans) will identify those languages which fall into this category and are eligible for funding under this new initiative. However, those languages which the Army has deemed to be "dominant in the force" must be part of the Soldier's degree plan to be eligible for TA. This list may change over time, as the composition of the force evolves. As of October 2006, those languages which are classified as dominant languages are Spanish, French, German, Portuguese, Russian and Italian and are subject to the standard rules for TA.

What are the rules for TA for foreign language? As with all other college courses, the postsecondary institution offering the class must award college credit for it and the institution must be accredited by one of the regional or national accrediting agencies recognized by the U.S. Department of Education. The tuition assistance will not exceed DoD caps and ceilings and all language courses count towards the \$4,500.00 annual ceiling for tuition assistance. All commissioned officers continue to incur the two year active duty service obligation (ADSO) as mandated in section 2007 of Title 10, USC. All Soldiers stationed OCONUS are able to take 15 semester hours of host nation language courses regardless of degree or credential held. All Soldier requests for tuition assistance must be processed through the GoArmyEd.com portal which was launched in May of 2006.

If you are interested in learning another language, take advantage of this new policy directive. Not only will you be broadening your own life, you will be acquiring a skill which could be useful to the service and your country. For a complete list of the languages which are eligible for funding under the Transformation Roadmap, visit your Army, Navy or Air Force education center.

Scholarships and Grants for Family Members

Although Army family members do not receive direct Army Tuition Assistance, there are many opportunities for financial aid. Federal financial aid programs like the Pell Grant allow family members to qualify for a substantial amount of money for college. Loans are also available through the federal aid program. These programs require the completion of the Federal Application for Financial Student Aid (FAFSA), which is available online at <http://www.fafsa.ed.gov>. Another important source of financial aid

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comes from the Army Emergency Relief, which sponsors a Spouse Education Assistance Program. Scholarships are available for military spouses interested in pursuing a college degree. Application forms are available at your Army Education Center. Contact the Education Center for more information.

POC: Mrs. Ramona Kausch, 493-2592, ramona.kausch@us.army.mil

Army Substance Abuse Program

Fear, denial, frustration, anger, embarrassment, hopelessness, and anxiety are normal emotions. All of us have experienced these emotions to one degree or another in our lives. Job effectiveness can be adversely affected when employees are faced with mental or emotional problems. When an employee experiences these problems so intensely they feel they have no where to turn, do they have a “shoulder to lean on”? Of course, the US Army mandates that each Army Garrison have an Employee Assistance Program (EAP).

The USAG-H EAP is staffed by experienced counselors who are available to discuss problems in a confidential setting. The EAP provides free short-term counseling services to US Army civilian employees to aid them in identifying and resolving life issues so they can return to work.

The EAP is a valuable community resource to both employees and supervisors/managers. Services provided to employees include, 1) assessment, identification, and short-term counseling/intervention, 2) Referral for treatment and rehabilitation to appropriate community or professional resources, 3) Follow-up services to aid an employee in achieving an effective readjustment to his or her job after treatment, and 4) Training and education for employees about alcohol & drug use, stress management, and various other topics related to well-being.

As a resource for supervisors and managers the EAP offers 1) Training and consultation on how and when to make an appropriate referral to the EAP for improving employee conduct and performance, and 2) Consultation to management about trends in employee needs, work groups, and related concerns dealing with work/life wellness support programs.

There are two types of referrals to the EAP, 1) a self-referral, in which an employee voluntarily seeks help, and 2) a management directed referral, which generally involve a formal suggestion by a supervisor for an employee to seek assistance from the EAP because of an identified or suspected deficiency in the employee’s job performance, productivity, conduct, or reliability.

The EAP program exists to ensure workforce readiness. We all face tough missions every day to support our Soldiers, Civilians, and Family Members. We depend on everyone performing a peak levels. The EAP is a valuable resource in reaching and maintaining those levels.

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The USAG Heidelberg EAPs are located within the Army Substance Abuse Program at each installation. Our EAP professionals are:

Heidelberg: Dr. Derrick Copper, DSN 370-1710/6099 or 06221-571710/576099.

Darmstadt: Ms. Cathy Manos, DSN 348-1710/6750 or 06151-691710/696750.

Mannheim: Ms. Cheryl Davis, DSN 385-2600/1710 or 06217-302600/301710.

Landstuhl: Ms. Heather Robinson, DSN 486-1710/6121 or 06371-861710/866121.

Admin Services Branch

Copiers

The quarterly DAPS/Copier meeting took place 14 March on Spinelli Barracks. Our copier manager Mr. Schenk (370-6484) attended.

Results of the meeting:

- DAPS promised to have all FY06 closeout billings completed by 15 April 07.
- The high price of the recycled paper was addressed again. Ms. Holiday (Army in Europe Copier Manager) will work on initiating a waiver to the executive order to try to reduce the price of paper.
- DAPS will be hiring additional personnel to provide better customer service.

Official Mail

The staff at Official Mail requires your assistance and support to achieve lowest possible postal expenditures. Please follow the guidelines of the regulations below.

DoD 4525.8-M, C2.10. CONSOLIDATED MAIL

C2.10.1 General. Consolidated mailings shall be made when they are cost-effective. Consolidated mailings are a reliable way to ship administrative and operational communications and logistical items between headquarters, depots, contractors, installations, and operational units. They remain intact while in transit and REDUCE the number of times the contents are sorted. Most importantly, they reduce COSTS because postage is paid on the total weight of the single consolidated container and its contents, rather than separately on each piece within the container. Under the postage rate structure, the first one or two pounds are the most expensive. As weight increases, the cost per pound decreases. The cost and weight of the container and any package material must be considered in the mailing cost. Please read the sub-paragraphs after the above regulation regarding C2.10.2 Containers, and C2.10.3 Preparation for full knowledge. Also the C2.10.4 Special Services for consolidating certified, or registered.

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AR 25-51, paragraph 2-11. ENVELOPES

Conservation: Use the SMALLEST envelope possible. Do not use large envelopes for correspondence of six pages or less unless contents warrant otherwise; for example, certificates, Officer Evaluation Reports (OERs), and other items that may not be folded. Official Mail and Distribution Center (OMDC) personnel should report all misuse of envelopes to proper management personnel.

POC: Ms. Teresa Remy, DSN 370-7108, teresa.remy@eur.army.mil